



APRIL 2018
FLSA: EXEMPT
Bargaining Unit: MA
JCN: 5308

SUPERVISING DEPUTY PUBLIC DEFENDER

DEFINITION

Under general direction, plans, supervises, organizes, coordinates, and reviews the work of staff performing professional legal duties in support of the Public Defender's Office, providing the most complex and sensitive public defense and legal services for court-appointed cases; reviews cases and provides guidance to attorney staff; provides responsible staff support to the Public Defender or Assistant Public Defender; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Defender and/or the Assistant Public Defender. Exercises direct and general supervision over assigned professional and administrative support staff.

CLASS CHARACTERISTICS

This is the full supervisory-level classification in the Deputy Public Defender series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of professional and administrative support staff. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from the Assistant Public Defender in that the latter is an assistant department head classification, and may act for the Public Defender on a relief basis.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the Public Defender's Office; reviews cases and evaluates their work product; sets priorities and follows up to ensure supervision, coordination, and timely completion of assigned work. May be responsible for supervising and overseeing the day-to-day operations of the South Lake Tahoe office.
- Provide staff leadership and work direction.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.
- Monitors operations and activities of legal functions; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Provides input and recommendations to management regarding office policies, procedures, and standards.
- Provides input and recommendations to management regarding needs of the office, including budget and fiscal operations.
- Determines and recommends equipment, materials, and staffing needs for the assigned programs and activities; monitors, controls, and orders supplies and equipment.
- Provides technical consultation and guidance to attorneys on difficult cases and manages the most complex and/or highly sensitive cases.
- Maintains frequent communication with management in order to provide input into case assignments, attorney workload, personnel decisions, and/or disciplinary matters.

- Performs legal activities involving the review, analysis, and defense of complex, high profile, and highly sensitive criminal or civil cases with minimal supervision; prepares and presents cases in court.
- Performs complex trial work, including jury selection, examination and cross-examination, and argument of the defense.
- Consults, confers, and communicates with clients advising them of charges, their legal rights, and to explain legal procedures and discuss defense options.
- Reviews police reports; arranges for bail studies, PTSP services, and/or requests the “own recognizance” release of in-custody clients, if possible; explores potential admission to state and/or local mental health facilities.
- Conducts pre-trial case preparation, legal research, and necessary analysis; coordinates investigative activities with public defender investigator staff; and reviews and evaluates investigative reports and evidence submitted by law enforcement agencies.
- Appears at pre-trials, trials, arraignments, revocation and bail hearings, and preliminary hearings (and conservatorship hearings) to represent clients.
- Submits appropriate investigation requests to the Investigative Unit to interview witnesses and victims; reviews and analyzes evidence, police reports, and other material related to the defense of cases.
- Prepares suppression motions, motions to dismiss, motions to withdraw a plea, appellate briefs, and post-conviction petitions for relief.
- Negotiates with prosecution attorneys for case disposition or modification.
- Manages court calendars to ensure that cases are resolved efficiently; prepares for weekly settlement conferences; conducts in-chambers discussions with judges and prosecution attorneys to facilitate case settlements.
- Prepares a variety of legal documentation, including reports, correspondence, and opinions related to client cases.
- Maintains accurate records and files, and compiles reports of work performed.
- Researches law and precedents to obtain information needed to defend pending cases.
- Monitors legal developments, including proposed legislation and court decisions; evaluates their impact on public defense activities, and recommends appropriate action.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles, philosophy, and practice of criminal law, especially as related to the defense of court-referred clients.
- Advanced principles, methods, and techniques of legal research, legal writing, and investigation.
- Judicial procedures and rules of evidence.
- Applicable state and federal laws, criminal law, constitutional law, and provisions affecting public defense from pretrial through appeal.
- Pleadings procedures.
- Appellate court procedures.
- Organization and internal policies and procedures of the Public Defender’s Office.
- Practices and effective techniques in presentation of court cases.
- Responsibilities and obligations of public officials and administrative agencies.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of

composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Plan, organize, and coordinate the work of assigned staff.
- Define complex issues, perform legal research, analyze complex problems, evaluate alternatives, and make appropriate recommendations.
- Defend the full range of criminal and civil cases.
- Present statements of fact, law, and argument clearly and logically, often times in front of large groups.
- Exercise sound, independent judgment within the general policy guidelines and legal parameters.
- Understand, apply, and interpret state and federal laws and constitutional provisions affecting public defense activities.
- Conduct effective negotiations.
- Prepare witnesses for testimony.
- Prepare clear, concise, and legally sufficient written material.
- Interpret and explain legal principles and relate them to both trained legal professionals and the public.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Effectively represent the department and the County in hearings, courts of law, meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Assess and handle difficult situations and respond quickly to changing circumstances.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate ideas and legal issues clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Education and Experience:

Equivalent to a bachelor's degree from an accredited four-year college or university, plus a Juris Doctorate from an accredited school of law, and seven (7) years of experience as an attorney engaged in the practice of law in the State of California, preferably in the area of criminal defense.

One year of lead or supervisory experience is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of an active membership in good standing with the State Bar of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office and court environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in a court room environment and may interact with members of the public under emotionally stressful conditions and situations. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to attend meetings outside of regular County hours.